Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

***TRADOC Regulation 135-6**

1 November 1999

Army National Guard of the United States and United States Army Reserve

THE ARNG/USAR LIAISON NCO PROGRAM AT
U.S. ARMY TRAINING CENTERS AND SERVICE SCHOOLS

Summary. This regulation prescribes policies and procedures for the utilization of the Army National Guard and United States Army Reserve (ARNG/USAR) Liaison NCO (LNCO) Program attached to HQ, U.S. Army Training and Doctrine Command (TRADOC), Assistant Chief of Staff (ACS)), ARNG ACS, USAR.

Applicability. This regulation applies to TRADOC installations, U.S. Army Training Centers, and TRADOC service schools.

Supplementation. Do not supplement this regulation without approval from Commander, TRADOC, ATTN: ATCS-G, 3 Fenwick Road, Fort Monroe, VA 23651-1049.

Suggested improvements. The proponent of this regulation is the Chief of Staff. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATCS-G, 3 Fenwick Road, Fort Monroe, VA 23651-1049. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal.

Distribution restriction. Approved for public release; distribution is unlimited.

Availability. This publication is available on the TRADOC homepage at http://www-tradoc.army.mil.

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Chapter 1
Introduction

1-1. Purpose. This regulation prescribes policies and procedures for the utilization of the ARNG/USAR LNCO and delineates the duties of the ARNG/USAR LNCO Program Managers attached to HQ, TRADOC, Assistant Chief of Staff (ACS)), ARNG, and ACS, USAR.

1-2. References. Appendix A contains required and related publications.

1-3. Explanation of abbreviations. The glossary contains abbreviations used in this regulation.

1-4. Responsibilities.

a. Assistant Chiefs of Staff, ARNG and USAR, HQ, TRADOC. ACofS, (ARNG/USAR), are responsible for staff supervision of the ARNG/USAR LNCO Program. The ACS, ARNG/USAR will ensure the proper utilization, support, and efficiency of this program. In this regard, the ARNG/USAR Program Managers attached to ACS, ARNG/USAR, HQ TRADOC will be the coordination point within HQ,

TRADOC. ACS, ARNG/USAR will —

(1) Coordinate through National Guard Bureau (NGB) for ARNG LNCO and with Commander, U.S. Army Reserve Personnel Command (CDR AR-PERSCOM), ATTN: ARPC-ARE or FTSMD for the USAR LNCO, as appropriate, for selection, training and assignment.

(2) Provide procedures for utilization of ARNG/USAR LNCO.

(3) Establish an orientation and training program.

(4) Sponsor periodic ARNG/USAR LNCO conferences and workshops.

(5) Conduct staff visits to advise and assist installation LNCOs.

b. Commanders, TRADOC installations will—

(1) Ensure proper use of the ARNG/USAR LNCO.

(2) Ensure effective command supervision, and required administrative, logistical, and funding support for the ARNG/USAR LNCO.

*This regulation supersedes TRADOC Reg 135-6, 15 September 1993.

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(3) Establish procedures to provide the LNCO information required to ensure the efficient flow of ARNG/USAR accessions through the Army reception battalion (RECBN) and the efficient utilization of training base capacity. This includes data on ARNG/USAR soldier drops, recycles, absent without leave (AWOL), confined, hospital holds, family emergencies, Army Physical Fitness Test (APFT) holds, death, arrival without status, and other unusual circumstances requiring action.

(4) Provide information on all potential entry level separation (ELS) actions to the LNCO in compliance with TRADOC Reg 350-6.

c. ARNG/USAR LNCO will —

(1) Assist ARNG/USAR soldiers in all areas related to the efficient flow into and through the Army training centers/schools and return to ARNG/USAR control.

(2) Assist in the management of ARNG/USAR trainee through the training arena.

(3) Assist the families of ARNG/USAR soldiers as required.

(4) Maintain data that reflects variance between the ARNG/USAR and Active Component (AC) enlistment criteria and processing policies.

(5) Orient ARNG/USAR trainees on personnel, training, and other aspects of the Reserve Components (RC) program, IAW AR 612-201.

(6) Counsel ARNG/USAR soldiers on areas affecting their scheduled training, e.g., qualifications, medical, attitude, potential ELS, etc., IAW TRADOC Reg 350-6, and AR 612-201.

(7) Monitor REQUEST "ARRIVAL" Program to determine projected student load and no show statistics.

(8) Assist student military personnel office (MILPO) branch in obtaining new training spaces for ARNG/USAR soldiers when changes from the original advanced individual training (AIT) start date become necessary.

(9) Assist unit commanders with ARNG/USAR unique problems which affect the soldiers' status, e.g., mandatory release dates (MRD), arrivals at RECBN without equipment or records, etc. Routine problems will be referred to the installation agencies responsible for the particular function involved, e.g., finance, MILPO, Army Emergency Relief (AER), etc.

(10) Conduct preliminary inquiries of erroneous or fraudulent enlistments. Review qualification requirements for a specific course of instruction affecting ARNG/USAR soldiers. The LNCO will take necessary action(s) in accordance with National Guard Regulation (NGR) 600-200 or U.S. Army Recruiting Command (USAREC) Reg 600-8, appendix B, as appropriate. Counsel the soldier involved, and provide notification to NGB through ACS, ARNG, HQ TRADOC, or USAREC and HQ TRADOC, as appropriate.

(11) Coordinate with installation agencies and units to obtain information essential to the performance of duties. Principal agencies include: the student branch of the installation MILPO, the training agencies and units that maintain soldier progress records, agencies responsible for personnel surety program, medical facilities, etc.

(12) Coordinate with HQ, TRADOC, Deputy Chief of Staff Training (DCST), NGB, Major United States Army Reserve Command (MUSARC), and ARNG/USAR units regarding soldier problems requiring special handling or classification.

(13) Participate in TRADOC, NGB, and USAREC workshops/seminars, as funded by respective installations, which do not conflict with primary mission.

(14) Notification of death of any ARNG/USAR soldier to appropriate ARNG Adjutant General's (AG) Department or MUSARC and assigned home unit immediately after next of kin has been notified, by proper authority.

(15) Conduct periodic checks (not less than once a week) of RECBN and training units, to ensure the smooth flow of ARNG/USAR soldiers.

(16) Provide Commander, TRADOC (ATTN: ATCS-G) for ARNG, or ATTN: ATCS-F for USAR, immediate telephonic information on the following: ARNG/USAR soldier problems of an unusual or serious nature; and ARNG/USAR soldier deaths with verification that appropriate AG/MUSARC has been notified.

(17) Consistent with the Army policy, perform the above duties and responsibilities in support of either the ARNG or USAR soldiers on a reciprocal basis. This provides RC LNCO program continuity during the absence of an ARNG or USAR LNCO, and accomplishes joint tasks such as orientation at RECBN of incoming ARNG and USAR receptees. In case of prolonged absence of the ARNG/USAR LNCO, or when a LNCO is not attached to the installation, the ACS or DAC, ARNG/USAR advisor attached to the installation will perform the above duties and responsibilities for ARNG/USAR soldiers.

Chapter 2
Establishment and Mission of LNCO Program

2-1. Establishment of LNCO Program. ARNG/USAR LNCO Program is established to provide NGB and Office of the Chief, Army Reserve (OCAR), HQ, TRADOC, U.S. Army Training Centers/Schools and installation commanders with assistance in the reception, processing, counseling, and training management of ARNG/USAR soldiers on Inactive Duty for Training (IADT) and Active Duty for Training (ADT). The ARNG/USAR LNCO is the central point of coordination and communications at TRADOC activities for NGB, OCAR, State/Territory AGs, USAREC, MUSARC, and the ARNG/USAR soldier's parent unit on matters pertaining to ARNG/USAR enlisted soldiers on IADT/ADT. By functioning as the central point of coordination, the ARNG/USAR LNCO provides essential feedback information on these areas to recruiting and training managers as well as to the soldier's unit.

2-2. Mission of LNCO Program. The ARNG/USAR LNCO mission will assist in the reception and processing of ARNG/USAR soldiers into, through, and to completion of IADT/ADT. LNCO's will assist the training unit in the management of ARNG/USAR IAW Department of the Army (DA), NGB, OCAR, TRADOC, and state policies. The LNCO ensures the training, time and type of training received to meet the needs of the Army and the RC soldier.

a. The ARNG/USAR LNCO assists the RECBN/training centers in the reception, orientation, processing, and initial training assignment of RC soldiers. Services include resolving recruitment problems, reclassification/recycle actions, and the individual problems of the soldier. The LNCO at RECBN/training centers will provide Commander, TRADOC information of early coordination and resolution of ARNG/USAR peculiar problems.

b. ARNG/USAR LNCO supports the training unit in reclassification, recycle, ELS counseling, and coordination with RC parent unit. LNCO will assist commanders, including training companies, in resolving problems of the ARNG/USAR soldier. The primary goal is assisting in keeping quality soldiers in training to a successful conclusion.

Chapter 3
LNCO Authorization, Program Design and Supervision

3-1. Authorization. HQDA authorizes the ARNG/USAR LNCO to perform the functions and responsibilities directed by this regulation. The LNCOs are part of the AGR (Active Guard and Reserve) Program. They are assigned on the table of distribution and allowances (TDA) of the activities to which they are attached as a non-add position. At activities where no LNCOs are attached, the senior ARNG/USAR Officer will perform the duties detailed in this regulation, with the assistance of the ARNG/USAR LNCO Program Manager at HQ, TRADOC. Current ARNG/USAR LNCO positions are authorized as a full-time manning requirement based upon estimated workload. Activity commanders will assign LNCO's duties directly related to the management of ARNG/USAR soldiers attending IADT or ADT. They will not be assigned duties beyond the scope of this regulation. LNCOs are on call 24 hours a day and will not be assigned additional duties to include post/installation duty or detail.

3-2. LNCO program design. The ARNG/USAR LNCO Program promotes The Army and assists the ARNG/USAR soldier. The program is designed to provide activity commanders and training managers with ARNG/USAR expertise to assist in areas specifically related to ARNG/USAR soldiers progress, and/or status during IADT/ADT. This includes: soldier aptitude, attitude, motivational problems, and associated actions as recycle, reclassification, and release from active duty (REFRAD) /separation. The LNCO program provides a link between HQ, TRADOC, training commanders, installation support activities such as RECBN, MILPO, medical, finance, etc., principal ARNG/USAR agencies/headquarters when required, and the needs of the individual soldier.

a. The physical location of the ARNG/USAR LNCO is critical to the success of this mission and must provide access to the training and staff personnel. Access to Army training centers and schools is necessary for the effective utilization of the LNCO. The use of REQUEST requires accessibility to the net terminal. Co-location with the ARNG/USAR LNCO or the U.S. Army Recruiting Command (USAREC) LNCO is encouraged. Recommended locations are: reception battalions (RECBN), initial reception point, training brigades, student branch of the installation MILPO, or the Initial Entry Training (IET) management office. The senior LNCO will determine the location of additional LNCO at the training center.

b. Mobilization functions. LNCO's mobilization mission is an extension of their peacetime duties. During mobilization, LNCO will identify RC problems in early call up of the Individual Ready Reserve (IRR)/Troop Program Unit (TPU)/Individual Mobilization Augmentee (IMA) and perform the following:

(1) Monitor the numbers reporting, conduct briefings IAW AR 135-200. Ensure proper military occupational specialty (MOS) training and release from training, and that soldiers are properly shipped to Continental United States (CONUS) Replacement Centers (CRC), or to their mobilized units. Monitor discharges/separations, and demobilization.

(2) Negotiate reclass/recycle training as required.

(3) Coordinate resolution of problems expeditiously, such as: family support, pay, ID cards, orders, billeting, medical, uniforms, mess, treatment of soldiers, civilian job/school, missing records, and follow up health care.

3-3. Supervision and evaluation. Activity commanders will provide input to the evaluation of LNCO. The senior ARNG/USAR officer on the installation and the TRADOC ARNG/USAR Program Manager will also provide supervision and evaluation by making temporary duty (TDY) visits to the TRADOC training activities. The ARNG/USAR LNCO rater will be the ARNG/USAR senior officer attached to the activity, who will invite input from the TRADOC ARNG/USAR Program Managers. When more than one LNCO is present, senior LNCOs will rate junior LNCOs. Senior raters and reviewers may be ARNG/USAR or AC officers.

3-4. LNCO qualification. ARNG LNCO must hold MOS 79T, Recruiting and Retention NCO, with some degree of field experience prior to initial assignment as LNCO. USAR LNCO will hold the MOS of the training installation to which assigned.

Chapter 4
Administration

4-1. Installation support. Installations will provide, as a minimum, the following support:

a. Adequate office space, desk, and telephone, with DSN and commercial capability and supply accessibility. Space must offer privacy and an atmosphere conducive to counseling of trainees and students.

b. Full administrative support commensurate with workload. This support must include access to copying machines and other related support.

c. Military vehicle use as needed.

d. TDY funds to accomplish TRADOC and DA requirements to support ARNG/USAR LNCO.

e. Telephone lines to operate computer in specific electronic mail.

4-2. Uniform Code of Military Justice (UCMJ) jurisdiction. UCMJ jurisdiction will be exercised through the LNCO assigned channels of command, i.e., HQs Co., RECBN.

Appendix A
References

Section I
Required Publications

AR 135-200
Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

AR 612-201
Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers (RCS MILPC-17 (R1))

TRADOC Reg 350-6
Initial Entry Training (IET) Policies and Administration

TRADOC Reg 350-70
Systems Approach to Training Management, Processes and Products

Section II
Related Publications

AR 135-18
The Active Guard/Reserve (AGR) Program

AR 140-30
Active Duty in Support of the United States Army Reserve (USAR) and Active Guard/Reserve (AGR) Management Program.

AR 140-158
Enlisted Personnel Classification, Promotion, and Reduction

AR 600-200
Enlisted Personnel Management System

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 635-200
Enlisted Personnel

USAREC Reg 600-8
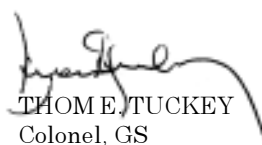U.S. Army Recruiting Command Liaison Noncommissioned Officer at U.S. Army Reception Battalion

NGR 600-200
Enlisted Personnel Management

Glossary

AC	Active Component
ACofS	Assistant Chief of Staff
ADT	active duty for training
AER	Army Emergency Relief
AG	Adjutant General
AIT	advanced individual training
APFT	Army Physical Fitness Test
ARNG	Army National Guard
AWOL	absent without leave
CRC	CONUS replacement center
DCSBOS	Deputy Chief of Staff Base Operations Support
DCST	Deputy Chief of Staff Training
ELS	entry level separation
IADT	inactive duty for training
IAW	in accordance with
IET	initial entry training
IMA	Individual Mobilization Augmentee
LNCO	liaison noncommissioned officer
MOS	military occupational specialty
MRD	mandatory release date
MUSARC	Major United States Army Reserve Command
NGR	National Guard regulation
PST	prior service training
RC	Reserve Component
RECBN	reception battalion
TDA	tables of distribution and allowances
TDY	temporary duty
TPU	troop program unit
TRADOC	United States Army Training and Doctrine Command
UCMJ	Uniform Code of Military Justice
USAR	United States Army Reserve
USAREC	United States Army Recruiting Command

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